

RFP # PR-HQ-02-11865
Innovations

Questions and Answers Associated with Amendment #0001 - 7/28/03

Q1. Instructions for the Preparation of Proposals found in Section L.11 of the RFP indicated that offerors should include a Volume III, Solicitation Set, with its submission. No further instructions were provided. Please specify what sections of the RFP are required.

A1. Proposals should include, as Volume III, an original plus one copy of the signed RFP cover page and any Amendments. Signed copies of the Representations and Certifications should be submitted with the Cost Proposals.

Q2. Instructions for the Preparation of Proposals found in Section L.11 of the RFP indicate that offerors provide separate cost or pricing information associated with any (a) Options to extend the term of the contract; and (B) Options for the Government to order incremental quantities. Please specify the summaries wanted for each period by Base Quantity, Incremental Quantity, Total Quantity.

A2. The Cost Proposal Instructions have been modified to show in greater detail the requested spreadsheet/summaries. See Amendment 0001.

Q3. The RFP requests pricing for 34,490 hours LOE for each year, but breaks out that detail for the Base Period Base Quantity and Base Period Option for Increased Quantity differently than for each of the Option Periods. Is this intentional.

Q3. Yes, that is intentional. Please note that the ODC plug figures have been pro-rated accordingly.

Q4. The Instructions for the Preparation of Proposals found in Section L.11 of the RFP did not provide a breakdown of Level of Effort by P-Level. Will the Agency be providing such a breakdown or should offerors propose their own mix of Professional Levels?

A4. The Cost Proposal Instructions have been modified to show the LOE mix for base quantities, option quantities and total all option quantities. Offerors should use this information to prepare their proposals.

Q5. Section L.15 of the RFP indicates that offerors shall propose ODCs as specified in clauses B.3, H.7 and H.8. Clause H.8 shows an amount per order for the Base Period of 11,562 and a Maximum All Orders for the Base Period of 268,000. Will EPA modify the Base Period to keep the ratio of per order to maximum the same for all periods.

A5. The ODCs specified in those three clauses have been modified slightly. The new numbers are pro-rated to correspond with the LOE hours in the base and optional quantities of the base period and option periods. Please note that the figures for base and optional quantities are

different in the base period than in the option periods. This is consistent with the LOE breakout, as well.

Q6. Section L.21 of the RFP indicates that the prime contractor must submit a conforming COI plan. Are proposed subcontractors required to include their COI Plans with the offeror's proposal.

Q6. COI Plans are not required of subcontractors.

Q7. Page L.13 requests offerors utilize the labor categories and distribution of the LOE mix specified in the solicitation, however, that information appears to be missing from the RFP. Can you provide this table

A7. The LOE mix chart has been added to the revised Cost Proposal Instructions in Amendment 0001 of the RFP.

Q8. The ODC dollar amount in the RFP appears to be low for a contract of this type. Is it correct, and does it include an amount for travel?

A8. Amendment 0001 slightly revises the numbers for ODCs, but they remain generally the same overall. These figures are intentional and they do reflect travel costs associated with this requirement.

Q9. Clause L.11 requires cost or pricing information in accordance with FAR 15.408. Please clarify the requirement for cost or pricing data. Can offerors use their own format for submitting information other than cost or pricing data in accordance with FAR 15.403-3.

A9. The cost proposal instructions have been revised to eliminate the requirement for cost or pricing data. Offerors may use their own format for cost proposals.

Q10. Page H-11 of 34; Clause H.8(c): The RFP states the amounts for ODCs in the optional increments which appear to contain an error.

A10. The amounts for ODCs in clauses B.3, H.7, and H.8 have all been modified. Please note.

Q11. Clause H.24, Key Personnel: The clause states that key personnel include the Program Manager, Quality Assurance Official and all Other P-4 Professionals proposed. Should offerors price out each of those individuals as separate line items, or proposal an average rate for P-4?

A11. All P-4s are considered Key Personnel under this RFP, including the Project Manager and Quality Assurance Official, which should be named specifically for inclusion in the Key Personnel Clause. Offerors should propose a weighted average rate for all P-4s, which will be used for proposal evaluation.

Q12. Will there be an extension to the proposal due date?

A12. Yes, the RFP due date is extended to September 3, 2003, 2:00 p.m., local time.

Q13. The technical proposal instructions state that the past performance information to be provided in the proposal is the information identified in Section L.12, and the questionnaire in Section J to collect this information. Because there is some overlap in the information to be completed in Section J, and in Section L.12, please clarify whether it is necessary to provide the information twice, or whether, by responding to all the items listed in Section L.12, it is not necessary to also complete Section A of the questionnaire provided in Section J. Please clarify if the questionnaire is subject to the page limitation.

Q14. The technical proposal instructions for Past Performance have been revised to address the Past Performance Questionnaire, Page 1, which should be submitted with the proposals, in addition the information required in L.12. The questionnaire is subject to the page limitation.